



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Fire Chief
Class Code Number	6060

General Statement of Duties

Plans, organizes, coordinates, and manages all activities, operations, and programs of the City Fire Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, organize, coordinate, and manage all activities, operations, and programs of the City Fire Department. The work is performed under the supervision and direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all Fire Department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and fire station environment and a variety of City locations involved in suppression and prevention of firefighting.

Examples of Essential Work (Illustrative Only)

- Responds to major fire alarms and other emergencies and directs fire suppression or investigation activities, including assessing operations for appropriateness and providing technical advice and consultation to the incident commander as necessary;
- Confers with City Officials in developing and planning fire protection, disaster preparedness, and related services for the community, including preparing and recommending short and long-range plans and proposals for City services;

- Manages City Emergency Operations Center, including providing disaster preparedness training for city, allied agencies, businesses, and civic groups and overseeing community CPR Training Center;
- Provides needed information and demonstrations to City employees and the public regarding fire safety and related issues;
- Interprets and implements City policies and procedures ensuring code compliance, including overseeing citation program, building inspections, criminal investigations, and public education;
- Plans, develops, and directs the implementation of goals, objectives, policies, procedures, and work standards for the Department, including contributing to the overall quality of department service provision by recommending and implementing improved policies and procedures;
- Selects, assigns, and trains assigned personnel and manages related activities, including conducting performance evaluations, overseeing Volunteer Firefighters Program, and recruiting, promoting and disciplining employees as needed;
- Develops and directs the preparation and administration of the budget for the Department, including monitoring departmental expenditures and purchasing, negotiating contracts for services, and completing related reports as required;
- Coordinates a variety of programs and services with Humboldt Fire District #1;
- Acts as Deputy Fire Coordinator for Humboldt County inter-agency incidents;
- Represents the Fire Department on a variety of boards, commissions, and committees as required;
- Serves as Manager of the Hazardous Materials J.P.A. for eight (8) cities and two (2) counties;
- Serves as the Contractor for the technical rescue team in an industrial, public, private, joint consortium;
- Serves as Director for all marine fire fighting operations providing the only fire boat on multi-jurisdictional, deep water, commercial seaport;
- Supervises the Fire Prevention Bureau providing commercial life safety code enforcement plan checks for new construction, including overseeing an active code enforcement and citation program, and providing peace officer qualified and certified fire arson investigators;
- Provides crash free rescue service to a commuter airport and commercial aircraft maintenance and hangar facility, including an aviation fueling station;
- Provides institutional life safety fire protection and prevention services to two major hospitals, two mental health facilities, and a regional law enforcement correctional facility;
- Provides fire and rescue service to a decommissioned nuclear power plant with nuclear fuel on site;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Comprehensive knowledge of Federal, State, and City codes and regulations including the Uniform Fire Code and ISO grading schedule;

- Comprehensive knowledge of principles, practices, procedures, equipment, and apparatuses used in firefighting, rescue, and various other emergency responses;
- Comprehensive knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Comprehensive knowledge of principles and practices of department administration and fire science including fire prevention, inspection, and investigation services and programs, and modern fire suppression techniques and delivery methods;
- Comprehensive knowledge of municipal budget development and financial accounting practices;
- Comprehensive knowledge of the geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels;
- Comprehensive knowledge of first aid, CPR and other basic medical assistance techniques;
- Comprehensive knowledge of principles of supervision, training and performance evaluation;
- Comprehensive knowledge of incident command theory;
- Ability to plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel and delegate authority and responsibility;
- Ability to select, supervise, train, and evaluate staff;
- Ability to provide administrative and professional leadership and direction for the Fire Department;
- Ability to identify and respond to community and City Council issues, concerns, and needs;
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services;
- Ability to plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous material emergencies operations and activities;
- Ability to properly interpret and make decisions in accordance with laws, regulations and policies;
- Ability to meet the physical requirements necessary to safety and effectively perform the assigned duties;
- Ability to act quickly and calmly in emergencies;
- Ability to prepare and administer a budget;
- Ability to allocate limited resources in a cost effective manner;
- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals;
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Fire Administration or a closely related field; and
- Extensive (seven or more years) experience as a Fire Captain and/or Asst. Fire Chief .

Required Special Qualifications

- Valid Class B California State Driver's License;
- Current Medical Examiner's Certificate;
- EMT-1 Certification;
- Fire Science and Fire Prevention Certificate or a valid California Certified Fire Officer Certificate.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of City locations and efficiently and effectively carry out all physical duties involved in suppression and prevention of firefighting.